

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**PART TIME CHANCERY COURT CLERK**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform secretarial/administrative work associated with providing support within the Rutherford County Chancery Clerk and Master's Office. Duties and responsibilities include scheduling appointments, preparing and issuing orders of the court, assisting the public, attending Chancery Court, assisting the Judge or Chancellor in the courtroom, maintaining records, processing documentation and information, and performing other duties as assigned. Additional functions include checking daily, morning and late afternoon, for any pleadings submitted that are to be filed in case files that will be taken into the courtroom; filing all other pleadings in files located on the third and fifth floors; delivering court dockets and files to the various Judges' offices, etc. Reports to either Deputy Clerk II or Deputy Clerk III.

### **OTHER ESSENTIAL FUNCTIONS**

**The following duties are normal for this position and are done on a daily basis either before or after court, or when there are no court proceedings in session. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Attends Chancery Court in one of the three Judge's courtrooms as well as one Chancellor. Should one Judge conclude his trials, then this person will relieve the Clerk in a second courtroom.

Duties in the courtroom include handing case files to the Judge as needed, taking detailed notes on what is being said by the parties, the witnesses, the attorneys and the Judges as well as listing all exhibits.

Mark all exhibits for identification.

Prepares the final order to be signed by the Judge and the filed when the parties are pro se, i.e. not represented by an attorney or by Domestic Violence.

At the conclusion of trials, give the case files, exhibits and any pleadings submitted during the trial to the appropriate person for posting.

File all necessary documents and case files away in a lektriever.

Retrieves, delivers, and re-files court files as needed by the front desk clerks who serve the incoming public and/or Judges as needed.

Delivers and maintains court dockets on the bulletin boards in the hallway by the judge's offices in order for the public to determine what floor and courtroom that their case will be held.

When dockets are printed, prepare a list either manually or on the computer of each day's case numbers. Match the pleadings with files that need to be taken to court each day.

Take all files and court dockets to the appointed Judge's Office at the appropriate time. Must be at least the day before the court proceeding.

**Checks morning and late evening to see if any pleadings that have been submitted to the Chancery Office by attorneys or pro se parties are on the current week's court docket and if so, immediately file them in the appropriate file.**

Provides backup to the Clerk who delivers bank deposits to several different banks daily.

Retrieves and delivers inter-office mail to other departments within the Courthouse including but not limited to the Trustee's Office, the Mayor's Office, the Finance Department, and the Technology Department.

Procures Chancery department payroll checks from Finance on the appropriate day

Conducts research functions as needed.

Maintains confidentiality of department documentation and issues.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, scanning and shredding.

Answers telephone as needed.

Uses court software, Microsoft Word and Excel computer programs.

Assignment as the 3<sup>rd</sup> or 5<sup>th</sup> floor Clerk could involve the following additional functions:

Performs daily and monthly computer software backup.

Assists the Clerk and Master in typing Master's Reports and other dictation as needed.

Make copies of court minutes from Judges and indexes minute books.

Prepares divorce certificates when not prepared by the attorney.

Delivers weekly back-up tapes to the Office where the backup for the computer systems are stored.

Delivers orders to Judges to sign.

Processes all outgoing mail, including any certified mail, and sometimes delivers to the Post Office on Church Street.

Assists the 5<sup>th</sup> Floor supervisor in mailing child support petitions, and mailing wage assignments.

## **ADDITIONAL FUNCTIONS**

Performs basic cleaning/housekeeping tasks associated with maintaining work area.

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in addition to credit hours toward a Juris Doctorate Degree; supplemented by one (1) year previous experience and/or training involving legal office work, office administration, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Position as a 3<sup>rd</sup> or 5<sup>th</sup> floor Clerk does not require credit hours toward a

Juris Doctorate Degree. Must have strong organizational skills, customer service skills and attention to detail. Must possess and maintain a valid Tennessee driver's license.

## **MINIMUM QUALIFICATIONS FOR 3<sup>rd</sup> AND 5<sup>th</sup> FLOOR CLERK**

Bachelor's degree; supplemented by one (1) year previous experience and/or training involving legal office work, office administration, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have strong organizational skills, customer service skills and attention to detail. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and /or tabulate data. Includes performing subsequent actions in relations to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to calculate interest.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires problem-solving skills.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or variable criteria.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (40lbs). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

### **PHYSICAL DEMANDS ANALYSIS**

#### **1. STANDING AND WALKING**

**Tasks:** going for files, going to other offices

**Surface:** carpet

**Estimated Total Hours:**   1   **Maximum Continuous Time:**   5 min  

#### **2. SITTING**

Tasks: typing, writing, etc.

Estimated Total Hours: 6.5 Maximum Continuous Time: 2

### 3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs				X	
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

### 4. PUSHING/PULLING

Objects: Boxes of computer paper

Height of hands above floor during push: 12 inches

### 5. BENDING/SQUATTING/KNEELING

Tasks: to pick up boxes of computer paper, to get in filing cabinets, to load computer paper

Frequency: Daily

### 6. REACHING

Tasks: Reaching for files or Boxes

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Seldom	Short	1-10 pounds
21-36"	n/a	n/a	n/a	n/a

### 7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>100</u> % of time
Outside	<u>        </u> % of time

### 8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Constant
Grasp		X	
Fine Motor i.e: writing,	X		Constant

<b>twisting hands or wrist, etc</b>			
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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date